

YORK COUNTY JOB DESCRIPTION

JOB TITLE: FISCAL SUPPORT SPECIALIST FISCAL ACCOUNTING SERVICES/FINANCIAL & MANAGEMENT SERVICES

GENERAL STATEMENT OF JOB

Responsible for performing accounts payable and accounts receivable work for the Fiscal Accounting Services Division. Oversees disbursement and accounting of federal, state, and local funds. Responsible for ensuring accurate and timely payment on vendor accounts, inter-County billings, and various contracted services. Prepares associated accounting reports. Administers accounting records concerning accounts receivables and related revenues. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any or all of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Processes vendor invoices by matching receiving reports with purchase orders to ensure invoice reflects what was ordered; processes vendor invoices; distributes invoices to proper departments for payment authorization; assembles standing purchase order payment packages and schedules for payment; receives request for payments and reviews for accuracy.

Reconciles outstanding balances on invoices and vendor statements.

Audits County Purchase Card (P-card) holders twice a year to ensure holders are complying with Purchasing policies.

Receives, audits, and logs County utility and telecommunication invoices into a database before sending to appropriate divisions/departments for payment authorization.

Corresponds with vendors to reconcile account balances and resolve problems or discrepancies.

Enters a variety of data into computerized system including purchase order payments, request for payments, tax deposits, refunds, etc., for a scheduled check date; obtains and checks edit; posts accounts and requests Computer Support Services to generate accounts payable checks after processing authorized paperwork for payment; obtains money appropriation approval from Treasurer's Office; corrects purchase orders by performing data file utility in the mainframe computer system.

Maintains various accounts receivable ledgers and prepares standard monthly and quarterly journal entries in order to balance to the general ledger; maintains accounts payable files; maintains purchase order files, updating as necessary; notifies departments of potential deficits; prepares invoices, and maintains accounts receivable records for all receivables except utilities

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and taxes; reconciles accounts receivables and purchase orders to the general ledger and cash with the treasurer on a monthly basis.

Enrolls ACH vendors information, following from pre-note to payment stage.

Reconciles encumbrances on a quarterly basis.

Mails letters and W-9 forms to potential 1099 vendors; updates 1099 information into computer as necessary to abide by IRS rules and regulations; assists supervisor in reconciling 1099 vendors and payments.

Records and keys payments due and updates changes in codes, cancellations, etc. on purchase orders.

Maintains a number of spreadsheets/databases on various vendors, contractors, and other information.

Assists departments with reconciling their budgets to the general ledger.

Prepares year end closing, changes budget codes as needed; determines if purchase orders can be closed or if they should be carried over to the next fiscal year.

Issues petty cash checks; performs canceled check inquiries, stop payment requests, and void check procedures.

Monitors general ledger for posting errors, and prepares correcting entries.

ADDITIONAL JOB FUNCTIONS

Assists during peak times or in the absence of other staff by working in the areas of Utility Billing and Payroll, and answers the main office phone number, opens mail, and disburses checks in the absence of FMS Administrative Assistant.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of accounting principles to include debits, credits, and accounts payable.

Thorough knowledge of personal computers, to include word processing, database, and spreadsheet software.

Some knowledge of auditing guidelines and procedures.

Effective oral and written communication skills.

EDUCATION AND EXPERIENCE

Associate's degree in accounting, business administration or a related field, and 1 year (or high school diploma and 3 years) of closely related experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**PHYSICAL AND MENTAL STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines which includes a computer, typewriter, fax machine, calculator, printer, etc. There is minimal bending and stooping when filing, some standing when filing, faxing, or making photocopies. The work is basically sedentary in nature and does involve sitting at a desk for long periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking in order to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read invoices, requests for payment, vendors statements, purchase orders, contracts, etc. Requires the ability to prepare reports, logs, correspondence, etc., using proper format.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, or oral form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment such as a personal computer, ten-key calculator, fax machine, and photo-copier.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

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Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____